



Data Analyst

Institutional Research

Fall and Spring, 2022-2023

Duties/Responsibilities:

This position involves collecting, aggregating, inputting, analyzing, visualizing, and interpreting quantitative data (primarily) to support both internal and external reporting. It may also involve tasks related to survey research, such as building surveys, testing survey features and formats, and survey data analysis. It reports to the Director of Institutional Research and will be performed 100% remotely. The data analyst will assist with:

- pulling data from external sources and preparing the data for analysis
- entering data into longitudinal databases and updating charts, graphs or data tables
- inputting data into statistical surveys and reviewing data before submission
- creating visualizations (charts, graphs) from data, and highlighting/interpreting trends, insights, or points of interest
- reviewing reports for accuracy and editing/formatting
- building surveys in Qualtrics and/or testing and reviewing Qualtrics surveys
- assist in building PowerPoints, written reports, data tables from survey data
- seeking out data, content, or best-practice examples from other schools or agencies to model, integrate, or use.

Qualifications:

- Detail-oriented
- Inquisitive; research-minded
- Independent worker
- Exceptional written and verbal communication skills
- Experience with Microsoft Excel (filtering, pivot tables, basic calculation functions, chart-making)
- Experience with the following is a plus, but not required:
 - Relational database software (Microsoft Access or SQL Server); Qualtrics or similar online survey software; Tableau or similar data visualization software; SPSS, SAS, R or other statistical software

Start date: 9/5/2022

End date: 5/20/2023

Work Schedule: Flexible (remote)

Hours Per Week: 8

Starting pay rate: \$16.04

To apply, please submit student employment [application](#) to jcameron3@oxy.edu.